

## CHAPTER 10

### SPECIAL PROCEDURES FOR UNITS UNDERGOING CONSTRUCTION, CONVERSION

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## SPECIAL PROCEDURES FOR UNITS UNDERGOING CONSTRUCTION

### 10.0 GENERAL INFORMATION.

Within the Bureau of Naval Personnel (COMNAVPERSCOM), the Sea, Special Programs Branch (PERS-402D) is the placement monitor for surface ships under construction, conversion or reactivation. The Aviation Assignment Branch (PERS-404) is the placement monitor for newly established aircraft squadrons or those transitioning to new model aircraft. The Submarine/Nuclear Power Assignments Branch (PERS-403) details personnel to new construction submarines and to new construction surface ship billets requiring nuclear power NECs. Specific information regarding assignment to new construction submarines is contained in Chapter 5. The Assignment Department (Code 47) of the Enlisted Placement Management Center (EPMAC) assigns all non-rated/non-designated personnel to units under construction, conversion, reactivation or transition.

#### 10.01 MANNING LEVELS AND INCREMENTS.

10.012 MANNING LEVELS. Ships under construction and newly established and transitioning aviation squadrons are manned to levels directed by the Fleet Commanders. The only exceptions are:

- Units which receive CNO priority manning.
- Nuclear powered surface ships which have all nuclear power billets filled.

#### 10.02 MANNING INCREMENTS-SURFACE SHIPS.

10.021 NUCLEUS CREW. The Nucleus Crew consists of selected experienced or specialized personnel. It is normally subdivided into two or more increments (NUC-1, NUC-2 etc). NUC-1 personnel, called Operating Space Item (OSI) Team on amphibious ships, receive PRECOM Training at the appropriate FTC and then report to the shipyard 4 to 12 months prior to the ship being placed "In Service." They are responsible for the establishment of the ship's organization and will observe and monitor the installation and checkout of their respective systems. NUC-2 personnel, after receiving PRECOM Training, report to the shipyard two to eight months prior to the ship being placed "In Service." On certain ship classes, this increment will include one propulsion watch section and the Combat Systems Team Trainer personnel.

10.022 BALANCE CREW. Personnel who are part of the Balance Crew report to the PRECOM unit at the appropriate FTC for approximately two months of PRECOM Training. Balance Crew personnel report to the shipyard two to four weeks prior to the ship being placed "In Service."

#### 10.03 MANNING INCREMENT-NUCLEAR POWER TRAINED PERSONNEL.

Personnel assigned to nuclear power billets on board surface ships will report directly to the shipyard in increments that correlate to surface ship increments. These personnel will receive all their PRECOM Training at the shipyard.

#### 10.04 MANNING INCREMENTS-AVIATION SQUADRONS.

The phased manning of newly established/transitions aviation squadrons is keyed directly to the delivery of aircraft to the squadron. As aircraft are delivered, personnel will be ordered to report directly to the squadron via

the appropriate pipeline training (FRAMP). All personnel will receive their PRECOM training at the squadron.

#### 10.05 ASSIGNMENT OF MEMBERS TO NEW CONSTRUCTION SURFACE SHIPS.

10.051 ASSIGNMENTS TO PRECOMMISSIONING (PRECOM) TRAINING. Personnel assigned to all new construction surface ships will first report to the ship's PRECOM unit, located at either Fleet Training Center (FTC) Norfolk, VA, or FTC San Diego, CA, depending on the ship's prospective homeport. After a two-month training period, most personnel will report to their respective shipyard.

#### 10.06 ENTITLEMENTS.

10.061 PERSONNEL ORDERED "FOR DUTY IN CONNECTION WITH FITTING OUT" (FORDUCFO)(ACC-106). A member ordered to either the PRECOM unit or to the shipyard for a period in excess of six months will report FORDUCFO. This will entitle the member to move dependents/household goods to that location. Approximately four months prior to the ship being placed "In Service," a second set of PCS orders will be issued entitling the member to move dependents/household goods to the ship's homeport. Members will receive sea duty credit for the time served in ACC 106, up to a maximum of 12 months. Members ordered FORDUCFO are not entitled to per diem. For specific entitlement information, consult the Joint Federal Travel Regulations, Chapter 5, Part B.

10.062 PERSONNEL ORDERED FOR "TEMPORARY DUTY IN CONNECTION WITH FITTING OUT" (TEMUDUCFO)(ACC-352). Personnel who are assigned to the PRECOM unit for less than six months prior to the ship's placement "In Service" will report to that site TEMUDUCFO. Personnel who report TEMUDUCFO may be authorized to draw per diem. The authorization for per diem will cease when the member reports to an activity for duty. Personnel who report TEMUDUCFO are only authorized to move family members/household goods to the post-commissioning homeport of the activity where they are reporting for duty. Members will not receive any sea duty credit for the time served in ACC 352. Members will not be entitled to move household goods or family members to the ship's prospective homeport until CNO makes the official homeport announcement. For specific entitlement information, consult the Joint Federal Travel Regulations, Chapter 4, Part C.

#### 10.07 QUALIFICATIONS FOR ASSIGNMENT TO PRECOMMISSIONING CREW OF SURFACE SHIPS.

The PRECOM period of a unit undergoing new construction/conversion is a fast paced, demanding period that requires the highest level of performance from each individual assigned. This period requires intensive effort to establish the administrative and training readiness of the unit for future operations. Additionally, the PRECOM unit is not equipped to handle excessive personnel-related administrative burdens. In view of this, all personnel ordered to duty on new construction surface ships must meet the following minimum standards:

- No prior conviction by courts-martial.
- No non-judicial punishments or civil violations, other than minor traffic offenses, for the previous 12 months.
- Must have passed the most recent Physical Fitness Assessment (PFA) IAW OPNAVINST 6110.1 series.
- No indebtedness problems of a serious or chronic nature (i.e., the receipt of more than one letter regarding a delinquent account).

- No significant history of serious physical or mental health problems of a probable recurrent nature.

- No evidence of drug abuse in the previous 12 months. Pre-service drug experimentation is not a disqualifying factor.

- No evidence of excessive use of alcohol without treatment in the previous 12 months.

- Must be a U.S. citizen if assigned to a nuclear powered ship. See article 3.30 for exceptions.

- No evaluation mark below 3.0 in any category or below 3.0 overall during the previous 24 months.

- Member must be able to complete OBLISERV requirement for current or prospective paygrade prior to High Year Tenure. Waivers to High Year Tenure must be approved prior to issuance of orders/authorization to transition.

#### 10.08 SUITABILITY/UNSUITABILITY FOR ASSIGNMENT.

10.081 REPORTS. The transferring command will determine suitability/unsuitability for assignment to new construction duty within 10 days of receipt of the assignment directive, and submit a report of suitability/unsuitability to **PERS-402D/EPMAC Code 40**. Determination of suitability/unsuitability will be based on the criteria of Article 10.07 and will include a review of service and medical records. If member fails to meet any of the minimum standards of Article 10.07, submit a report of unsuitability to **PERS-402D/EPMAC Code 40** specifying the disqualifying factors and hold the assignment directive in abeyance pending direction from COMNAVPERSCOM (EPMAC for non-designated personnel). Should circumstances following an initial finding of suitability later make member unsuitable for assignment, submit a report of unsuitability as soon as possible. (Note: Transfer evaluation marks below the minimum standards of Article 10.07 are disqualifying and a report of unsuitability is required.) **Use of the prepared New Construction Screening Form, Figure 10C of this manual is required.**

10.082 WAIVERS. If a member fails to meet minimum requirements, a waiver of disqualifying criteria may be requested from COMNAVPERSCOM/EPMAC if recommended by the transferring commands, Commanding Officer. COMNAVPERSCOM (PERS-402D) and EPMAC (For non-designated personnel) retains waiver authority.

10.083 OBLIGATED SERVICE REQUIREMENTS. Personnel assigned to surface ships undergoing construction/conversion will be required to incur sufficient obligated service to complete a minimum 24 months on board after ship's placement "In Service." A slippage in the date will not incur additional obligated service.

#### 10.09 EN ROUTE TRAINING.

10.091 TYPES. The en route training requirements for personnel assigned to the precommissioning crew of surface ships completing construction or reactivation, plus aviation training (FRAMP), are classified into the following categories:

- NEC Training: Courses of instruction that assign a specific NEC upon completion of training and are required by the ship's manning documents.

- Factory Training: Courses of instruction on the maintenance and operation of new systems and equipment which are not taught by Navy schools

and which are not assigned an NEC upon completion. Factory training is arranged by NAVSEASYS COM and is certified as a requirement by the CNO.

- Team Training: Courses of instruction on the maintenance and operation of systems and equipment, in which all personnel scheduled to receive the training must be taught together as a team (for example CIC Team Training). Completion of a team trainer may or may not result in a NEC.

- Precommissioning Training: Non-NEC producing courses of instruction which are required to meet Type Commander requirements or can be completed at the FTC. These courses include fire-fighting, fire fighting team training, damage control, 3M and others.

10.092 FUNDING POLICY. To ensure effective management of PCS and training funds, the following pertains to the assignment of personnel to en route training pipelines:

- COMNAVPERSCOM will only fund en route NEC, and Team Training. Additionally, COMNAVPERSCOM will order most personnel reporting to new construction surface ships to the appropriate FTC for approximately eight weeks of precommissioning training.

- COMNAVPERSCOM will not authorize any additional training for personnel who have already reported to their ultimate duty station For Duty Commissioning and Fitting Out (FORDUCFO).

#### 10.10 PERSONNEL STABILITY.

Members who have completed their Prescribed Sea Tour (PST) will only be considered for assignment to surface ships under construction if they indicate their volunteer status in writing, or in response to a request submitted to COMNAVPERSCOM, have approval granted to extend at sea for the additional time required to meet the PRD requirements of Article 10.101.

10.101 OBLIGATED SERVICE REQUIREMENTS. Personnel assigned to surface ships undergoing construction/conversion will be required to incur sufficient obligated service to complete a minimum 24 months on board after ship's placement "In Service." A slippage in the "In Service" date will not incur additional obligated service.

- Requests to transfer to Fleet Reserve will not be favorably endorsed for effective dates prior to 24 months after ship's placement "In Service."

- Must possess obligated service appropriate for the length of training in Article 7.03. See special OBLISERV for SRB NEC in accordance with Article 7.03.

10.102 ASSIGNING PRDs. In all cases Prospective Rotation Dates (PRDs) will be assigned for not less than 24 months from the date of ship's placement "In Service," additionally:

- For personnel without prior sea duty, PRDs are assigned:

- To PST for members on second or subsequent enlistment.

- To PST for members on first enlistment.

- For personnel with prior sea duty, PRDs are assigned to PST, but not less than 24 months after ship's placement "In Service."

10.11 PERMANENT CHANGE OF STATION (PCS) ORDERS TO SHIPS UNDER CONSTRUCTION AT CIVILIAN SHIPBUILDING COMPANIES OR YARDS.

A Precommissioning Unit (PRECOMMUNIT) for each ship under construction at a civilian shipbuilding company or yard has been established with its assigned location the same as the civilian shipbuilding company or yard. These units allow processing of electronic PCS orders for enlisted and officers assigned to, and detached from, Duty in connection with conversion, fitting out, or reactivation (CFO) or temporary duty (TEM DU) CFO at the ships construction site.

Reporting and detaching procedures for PCS orders to ships under construction are provided in Figure 10B-1 through 10B-4.

10.12 REQUEST FOR ASSIGNMENT TO SURFACE SHIPS UNDER CONSTRUCTION.

10.121 VOLUNTEERING FOR ASSIGNMENT TO SURFACE SHIPS. Personnel desiring to volunteer for assignment to surface ships under construction should contact their respective rating detailer regarding new construction billet availability and to obtain further guidance on requesting new construction duty.

10.122 NUCLEAR POWER TRAINED PERSONNEL. Except for a small number for prototype graduates ordered directly to new construction duty, nuclear power trained personnel must complete at least 12 months in an operational nuclear power billet prior to being assigned to new construction duty. Members who are sea experienced must be qualified for those watch stations that are commensurate with their rate and NEC.

10.123 PREVIOUS BENEFITS. Members awaiting Selected Training and Retention (STAR) and/or reenlistment assignment benefits must indicate in writing that they are willing to waive or delay such assignment benefits until they have been on board 24 months after ship's placement "In Service". OBLISERV requirements associated with a particular benefit must be met when the individual ultimately resubmits a request for the benefits which were previously guaranteed as a STAR and/or other reenlistment incentive.

10.124 COMMANDING OFFICER'S ENDORSEMENT. Commanding Officers are required to make comments concerning the member suitability for assignment utilizing the criteria set forth in Article 10.07. Additionally, Commanding Officers are requested to provide the following information regarding the member:

- Extent of watch qualifications attained.
- Special Training (service school attended and completion date of each).
- Agreement to incur sufficient OBLISERV, if applicable.
- Security clearance.
- Whether STAR and/or other reenlistment benefit is pending, and whether the member is willing to waive or defer it, if applicable.
- For nuclear power trained personnel, include certified copies of last two evaluations.

10.13 REASSIGNMENT FOR ADMINISTRATION/DISCIPLINARY REASONS OF PERSONNEL ASSIGNED TO PRECOMMISSIONING UNITS.

Upon receipt at the PRECOM unit, personnel shall be rescreened to determine their suitability for assignment. If the member is determined not to be qualified for assignment, report by message the circumstances to **PERS-402D/EPMAC Code 40**, info the transferring activity, **PERS-402D/EPMAC Code 40** retains final assignment authority. Personnel who become disciplinary/administrative problems after reporting to the PRECOM unit will not be reassigned. Only in extraordinary circumstances, such as substance abuse, serious moral turpitude, or severe disciplinary cases will waivers to this policy be considered. **PERS-402D AND EPMAC Code 40** retain final waiver and assignment authority in these cases. Each request will be reviewed and adjudicated on its merits. This procedure SHALL NOT be used as means of transferring personnel in lieu of appropriate disciplinary action, but rather will be restricted to those specific cases for which transfer is the only feasible solution. If the member's transfer is approved, an appropriate service record entry (Page 13) shall be made indicating the member was found unsuitable for precommissioning duty and stating the reason for disqualification.

10.14 ASSIGNMENT OF MEMBERS TO NEWLY ESTABLISHED OR TRANSITIONING AIRCRAFT SQUADRONS.

The procedures outlined in this section are applicable to newly established squadrons and squadrons transitioning to a new model aircraft. The procedures set forth in Article 10.23 apply to the introduction of prototype aircraft into the fleet. Transitioning and newly established squadrons will be manned in accordance with fleet manning levels except in those cases where priority manning has been authorized by CNO. In some instances, aviation units faced with major configuration changes having an effect on manning requirements in selected ratings do not fall into the above categories. Examples would be the installation of a new fire control system or ASW sensor system. In these cases, TYCOM should request that COMNAVPERSCOM implement the special stability options offered in Article 10.16 for those ratings or NECs most affected by the update. **PERS-404C and EPMAC (Code 40)** are the points of contact concerning assignments and manning for newly established and transitioning aircraft squadrons. In transitioning aircraft squadrons only those personnel in ratings receiving transition training are subject to the criteria in Articles 10.142-10.16. All other personnel will remain on board to complete PST/NST.

10.141 PERSONNEL TRANSACTION TIME TABLE FOR NEWLY ESTABLISHED OR TRANSITIONING AIRCRAFT SQUADRONS.

BTD-Beginning Transition Date  
ED-Establishment Date

MCT-Member Completes Training  
CTD-Complete Transition Date

<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
8 MONTHS PRIOR TO BTD/ED	DETERMINATION OF ED OR BTD BTD/CTD AND OFFICIAL NOTIFICATION OF ALCON	COGNIZANT TYPE COMMANDER
8 MONTHS PRIOR TO BTD (TRANSITION ONLY)	SCREEN ON BOARD PERSONNEL FOR TRANSITION ELIGIBILITY AND DESIRES.	SQUADRON C.O.
	SUBMIT MESSAGE TO PERS-404 AND EPMAC OF TRANSITIONING PERSONNEL AND NON-TRANSITIONING	SQUADRON C.O.

PERSONNEL WITH AVAIL DATE FOR REASSIGNMENT. (REFER TO FIGURE 10A FOR PROPER FORMAT)

	EXECUTE OBLISERV AGREEMENT FOR TRANSITIONING PERSONNEL (SEE ARTICLE 10.15 AND NOTIFY COMNAVPERSCOM AND EPMAC	SQUADRON C.O.
7 MONTHS PRIOR TO BTD/ED	GENERATE REQUISITIONS TO FILL VACANCIES CREATED BY NON-TRANSITION PERSONNEL AND NEW BILLETS AS PROVIDED BY OPNAV.	EPMAC
4-6 MONTHS PRIOR TO BTD	ASSIGN PERSONNEL TO SQUADRON VIA APPROPRIATE TRAINING PIPELINE OR DIRECT (AS REQUIRED) TO FILL ANY VACANCY NOT FILLED BY ON BOARD ASSETS.	COMNAVPERSCOM
BTD/ED	BEGIN TRANSITION/ ESTABLISHMENT	SQUADRON C.O.
BTD/ED & 12 MONTHS	SCREENING REQUIREMENT FOR NEWLY ASSIGNED PERSONNEL TERMINATE IAW ARTICLE 10.142.	COMNAVPERSCOM
CTD	COMPLETE TRANSITION	SQUADRON C.O.
CTD/ED & 12 MONTHS	OBLISERV REQUIREMENTS FROM CTD/ED & 24 MONTHS FOR PROSPECTIVE GAINS CEASES.	COMNAVPERSCOM
CTD/ED & 12 MONTHS	REVIEW UNIT EDVR AND MAKE STAGGERED PRD ADJUSTMENT RECOMMENDATIONS TO PERS VIA EPMAC. (SEE ARTICLE 10.22)	SQUADRON C.O.

10.142 ASSIGNMENT QUALIFICATIONS. Members volunteering for or ordered to duty in newly established or transitioning aircraft squadrons must meet the following requirements:

- No indebtedness problem of a serious or chronic nature.
- No history of instability or serious health problems of a probable recurrent nature during the past 12 months.
- Members in paygrade E1 thru E9: No mark below 3.0 in any category or below 3.0 overall during the previous 24 months.
- Evaluation marks received from recruit training command, service school commands, on members who have never served at a permanent duty station, or marks received during active duty for training for USNR members, are not considered disqualifying for duty in newly established or transitioning aircraft squadrons.
- No prior conviction by courts-martial, non-judicial punishment, and no civil violations other than minor traffic offenses for the previous 12 months.

- Member must be able to complete OBLISERV requirements for current or prospective paygrade prior to High Year Tenure. Waivers to High Year Tenure must be approved prior to issuance of orders/authorization to transition.

Assignment criteria set forth herein will apply to personnel reporting to newly established or transitioning aircraft squadrons within 12 months of establishment or commencement of transition. Reassignment under the provisions of this article will not normally be approved once an individual has reported on board a newly established or transitioned squadron for duty.

#### 10.15 OBLIGATED SERVICE REQUIREMENTS.

The following applies to personnel being assigned to an establishing or transitioning aircraft squadron.

##### 10.151 OBLISERV FOR A NEWLY ESTABLISHED AIRCRAFT SQUADRON.

- A minimum OBLISERV of 24 months from establishment date or completion of transition is required for personnel being assigned to an establishing or transitioning aircraft squadron. Prior to transfer the individual is required to incur the required additional obligated service.

10.152 OBLISERV FOR A TRANSITIONING AIRCRAFT SQUADRON. The following applies to personnel that elect to remain on board a transitioning aircraft squadron and receive transition training.

- Amount of OBLISERV requirement and/or extension of PRD in order to receive transition training is computed from class graduation date and is dependent on the length of training received. The following is to be utilized when calculating OBLISERV/PRD extension requirement.

<u>LENGTH OF TRAINING</u>	<u>AMOUNT OF OBLISERV/PRD EXT</u>
1-3 WEEKS	6 MONTHS
4-6 WEEKS	12 MONTHS
7-8 WEEKS	18 MONTHS
9-10 WEEKS	20 MONTHS
11-12 WEEKS	22 MONTHS
13 OR MORE WEEKS	24 MONTHS

- Personnel who elect to remain on board to complete the transition and receive additional training must incur additional obligated service and agree to extend on board if required in accordance with the above chart up to a maximum of 24 months. Personnel must incur additional obligated service eight months prior to beginning of transition period.

- The following Page 13 entry must be made for personnel who require an extension beyond their normal PST.

Date: "In consideration for assignment to \_\_\_\_\_ transition program, I agree to remain on sea duty for a period of (refer to chart above) \_\_\_\_\_ months from completion of transition training, unless such requirement is specifically waived by COMNAVPERSCOM"

\_\_\_\_\_  
Member's Signature

WITNESSED:

Name, Rank and Title of Witnessing Officer

Note: Additional OBLISERV requirements for personnel who elect to remain on board to receive transition training cannot be satisfied by a page 13 entry in members service record.

#### 10.16 STABILITY PERIOD.

To afford maximum stability, all members assigned to a newly established or transitioning aircraft squadrons will not normally be eligible for transfer until they have completed 24 months on board after transition or establishment. This requirement may be waived where members are on board in excess of both rating/NEC allowance, with the approval of the MCA.

#### 10.17 PREVIOUS ASSIGNMENT BENEFITS.

Members guaranteed previous assignment benefits (STAR, Selected Conversion and Reenlistment Program (SCORE), Reenlistment Incentive, etc.) must indicate in writing that they are willing to waive or delay such benefits until they have been on board 24 months after transition or establishment. OBLISERV requirements associated with a particular benefit must be met when the member ultimately resubmits a request for the benefits previously guaranteed. A copy of the member's waiver/delay shall be forwarded to COMNAVPERSCOM (PERS-40).

#### 10.18 VOLUNTARY ASSIGNMENTS.

Personnel desiring to volunteer for newly established or transitioning aircraft squadron duty shall submit requests utilizing the NAVPERS 1306/7. The "NEW CONSTRUCTION" block should be checked and the type aircraft squadron desired entered in the "TYPE SHIP" block. Commanding Officers are required to make comments concerning the member's suitability for assignment utilizing criteria set forth in Article 10.142. Additionally, include comments concerning member's special training (service schools attended and completion dates) and agreement to incur sufficient OBLISERV, if applicable.

#### 10.19 TRANSFER ASSIGNMENTS.

The transferring command will conduct a review of the member's service record to ensure that the member meets the criteria set forth in Article 10.142 and OBLISERV required by Article 10.152. Commanding Officers shall notify COMNAVPERSCOM (PERS-404C) within 10 days of receipt of the assignment directive if a member fails to meet the minimum requirements or does not desire to acquire OBLISERV (specify disqualifying factors). Hold assignment directive in abeyance pending COMNAVPERSCOM determination. If COMNAVPERSCOM reply is not received within 30 days, initiate tracer action.

#### 10.20 TRANSITIONAL ASSETS.

Commanding Officers of transitioning aircraft squadrons shall screen all on board personnel to determine that the requirements of Articles 10.142 and 10.15 have been complied with. Personnel not qualified for transitioning aircraft squadrons shall be made available for reassignment to COMNAVPERSCOM (PERS-40) via EPMAC.

#### 10.21 ADJUSTMENT OF SEA DUTY COMMENCEMENT DATED (SDCD).

Commanding Officers of units undergoing construction, conversion or transition shall forward to COMNAVPERSCOM (PERS-451D) information indicated in Article 3.10. SDCDs will be established as indicated in Article 3.10. Reporting requirements contained in Article 3.1021.

#### 10.22 ADJUSTMENT OF PROJECTED ROTATION DATES (PRD).

PRDs of all personnel assigned to newly established or transitioning aircraft squadrons will be established to allow for required 24 months after establishment or completion of transition or member's Prescribed Sea Tour (PST) for his/her rating/NEC, whichever is greater. In order to ensure that all key members are not transferred immediately at the end of the stabilization period, the Commanding Officer shall, 12 months prior to the end of the stabilization period, review the command's Enlisted Distribution and Verification Report (EDVR) and make PRD adjustment recommendations, with a certified copy of NAVPERS 1070/605 to COMNAVPERSCOM (PERS-40), information copy to EPMAC. PRD adjustments will be a maximum plus or minus 90 days from the original PRD. When recommending PRD adjustments, such factor as time remaining on active duty, time remaining on PST, and the desires of the individual should be considered. Waiver requests must be made to PERS-40 and include justification. Adjustment of OBLISERV requirements will be handled on a case-by-case basis.

#### 10.23 ASSIGNMENT OF PERSONNEL TO ACTIVITIES INVOLVED IN THE INTRODUCTION OF PROTOTYPE AIRCRAFT.

COMNAVPERSCOM will assign all personnel to duties directly related to the introduction of prototype aircraft which will include factory training, acceptance, evaluation trials, and fleet introduction phases. Normal shore tour lengths will be adjusted to ensure that critical skills continue to be used where required. Personnel specially selected and/or trained for new basic model aircraft introduction will be distributed apart from normal rotation since their assignment to duties directly related to the new aircraft program is essential.

10.231 ASSIGNMENT AND ELIGIBILITY REQUIREMENTS. COMNAVPERSCOM will promulgate a notice soliciting volunteers, establishing eligibility requirements and specifying the method of submitting request for duty in the introduction of prototype new basis model aircraft. The notice will be distributed approximately 24 months prior to fleet introduction of the aircraft.

FORMAT FOR INITIAL PHASE-IN-PLAN

FROM FITRON ZERO ZERO

TO EPMAC NEW ORLEANS LA//43//

INFO CINCPACFLT PEARL HARBOR HI//JJJ//

COMNAVPERSCOM WASHINGTON DC//404C//

COMNAVAIRPAC SAN DIEGO CA//JJJ//

COMFITAEWINGPAC MIRAMAR CA//JJJ//

COMFAIRWESTPAC ATSUGI JA//JJJ//

COMCARAIRWING FIVE

USS MIDWAY

UNCLAS //NO1306//

SUBJ: INITIAL PHASE-IN-PLAN FOR TRANSITIONING UNIT. VF- (UIC: )//

MSGID/GENADMIN/COMMAND PLA//

REF/A/RMG/TYCOM PLA/MSG DTG//

AMPN/TYCOM TASKING MSG//

REF/B/DOC/COMNAVPERSCOM/01JAN90//

REF/C/DOC/COMNAVPERSCOM/01JAN90//

NARR/REF B IS ENLTRANSMAN CHAP 10 OBLISERV FOR TRANSITIONING SQUADRON.

REF C IS ENLTRANSMAN CHAP 10 ASSIGNMENT QUALIFICATIONS.//

RMKS/

1. THIS ACTY IS SCHEDULED FOR TRANSITION TO F-18 AIRCRAFT FROM AUG  
85 TO SEP 86.

A. COMMANDING OFFICER HAS SCREENED THE FOLPERS FOR TRANSITION

FIGURE 10A-1

IAW REF A, APPROP OBLISERV HAS BEEN INCURRED AND PAGE 13 ENTRY MADE

IAW REF B:

X		NEW TRANSITION BILLET	
RATE	NAME	SSN	MBR WILL FILL (RATE/NEC)
AT1	HORNET	123-45-6789	AT1/8345

B. THE FOLPERS WILL NOT TRANSITION, AND ARE MADE AVAIL FOR ORDS  
AS FOLS:

		DETACHMENT	
X		DUPREFS/	
RATE	NAME	SSN	EAOS EXT CUR PRD DATE 3 CHOICES
AT2	PHANTOM	222-22-2222	861101 12MO 8802 8510 SAN DIEGO

C. FOLPERS ARE BEING PROCESSED FOR ADMIN SEPARATION.

RATE	NAME	SSN	DATE LTR MAILED/DTG FOR MSG
------	------	-----	-----------------------------

D. FOLPERS IN RECEIPT OF FLTRES AUTH AND/OR SELECTED FOR OFFICER  
PROMOTION WITH TRF/PROMOTION DATE AS INDICATED:

RATE	NAME	SSN	FLTRES/PROMOTION DATE
------	------	-----	-----------------------

E. REQUEST PRD ADJ ON FOLPERS. MBRS ARE TRANSITIONING AND HAVE  
SIGNED APPROP PAGE 13 ENTRY OR INCURRED APPROP OBLISERV:

RATE	NAME	SSN	CUR PRD	AJD PRD
------	------	-----	---------	---------

2. ESTIMATED DATE FOR LOSS OF OLD AIRCRAFT:

3. ESTIMATED DATE FOR ARRIVAL OF NEW AIRCRAFT:

4. COMMENTS. (INCLUDE ANTICIPATED SPECIAL NEC/MANNING REQRTS NOT  
COVERED BY SQMD OR OPNAV 1000/2 COMD MANNING DOCUMENT. SPECIAL  
PROBLEM CAUSED BY TRANSITION. CO'S COMMENTS.)//

FIGURE 10A-2

#### DUTY CFO (SIX MONTHS A MORE)

Two (2) sets of PCS orders will be issued by COMNAVPERSCOM when it is determined by the detailer that the delivery date of the vessel will be six months or more from the member's estimated date of arrival (EDA) at the ship's PRECOMMUNIT based on the Current Ships Phasing Plan (CSPP).

The following procedures apply:

- Member's first PCS orders will be to the ship's PRECOMMUNIT, located at the construction or conversion site. Upon arrival the member will report to the appropriate reporting senior for "DUTY CFO AT (shipbuilding company/yard) \_\_\_\_\_." No per diem entitlements exist. PCS entitlements are to the PRECOMMUNIT's assigned permanent duty station (PDS). Members assigned to DUTY CFO (ACC: 106) may be entitled to transportation costs from ship's construction site to the assigned initial homeport (if different than the construction site) or to where the dependents are residing per JFTR, U7115-B.

- Member's second PCS orders will be issued either upon release of the CNO message assigning the initial homeport for the vessel. The UIC of the PCU will be activated and assigned the ATC as of the date of the CNO message. The orders will include the following PTEXT (P62038):

"ON \_\_\_\_\_ CNO ASSIGNED \_\_\_\_\_ (city, state/country) AS THE HOMEPORT FOR \_\_\_\_\_ (vessel's name and hull number) EFFECTIVE UPON COMMISSIONING. A COPY OF THIS MODIFICATION MUST BE IMMEDIATELY DELIVERED TO THE PERSONAL PROPERTY TRANSPORTATION OFFICE ARRANGING SHIPMENT OF HOUSEHOLD GOODS; ALSO TO THE NAVY PASSENGER TRANSPORTATION OFFICE ARRANGING DEPENDENT TRAVEL."

These orders will detach the member from "DUTY CFO" (ACC: 106) with the PRECOMMUNIT and direct the member to report to the vessel for duty (ACC: 100) on board when placed "IN SERVICE." No per diem entitlements exist. PCS entitlements are to the homeport as assigned by the CNO, or designated place if assigned to unusual arduous sea duty under JFTR 5222-d and SECNAVINST 4650.19. These orders to sea duty meet DOD Time on Station exemption and no waiver is required.

#### TEM DU CFO LESS THAN SIX MONTHS

Member will be issued one (1) PCS order by COMNAVPERSCOM when it is determined by the detailer that the delivery date of the vessel will be less than six months from the member's (EDA) at the ship's PRECOMMUNIT based on the Current Ships Phasing Plan (CSPP).

When orders are issued after the CNO message has been released assigning the ship's initial homeport, the member will be ordered to report to the PRECOMMUNIT UIC (intermediate activity) for "TEM DU CFO (ACC: 352) AT (shipbuilding company or yard) \_\_\_\_\_". Upon detachment from TEM DU CFO the member will be "DUTY (ACC: 100) ON BOARD WHEN PLACED IN SERVICE." The orders will include the following PTEXT (P62038):

"ON \_\_\_\_\_ CNO ASSIGNED \_\_\_\_\_ (city, state/country) AS THE HOMEPORT FOR \_\_\_\_\_ (vessel's name and hull number) EFFECTIVE UPON COMMISSIONING. A COPY OF THIS MODIFICATION MUST BE IMMEDIATELY DELIVERED TO THE PERSONAL PROPERTY TRANSPORTATION OFFICE ARRANGING SHIPMENT OF HOUSEHOLD GOODS; ALSO TO THE NAVY PASSENGER TRANSPORTATION OFFICE ARRANGING DEPENDENT TRAVEL."

#### FIGURE 10B-1

Per diem cost will incur if the initial homeport of the vessel is not the same as the construction site. If the initial homeport and the construction site are the same, per diem stops as soon as permanent quarters are occupied, or on the date the member's assignment is changed from TEMDU CFO (ACC: 352), or TAD, to DUTY (ACC: 100), per JFTR, par. U4105-A. Also see JFTR, par. U4102-G. PCS entitlements are to the vessel's initial homeport as assigned by CNO, or to designated place if assigned to unusual arduous sea duty under JFTR U5222-D and SECNAVINST 4650.19.

If the member occupies permanent quarters in anticipation of the construction site and the homeport being the same, per diem ceases when the homeport is assigned and it is the same as the construction site. Entitlements to dependents' transportation is not to exceed the cost of that from the old permanent duty station to the initial homeport unless the vessel will be designated unusually arduous sea duty (SECNAVINST 4650.19 series) when commissioned. TEMDU CFO is not considered indeterminate temporary duty under purview of the JFTR, Chapter 4, Part G.

FIGURE 10B-2

ORDERS TO A VESSEL REMAINING AT THE CONSTRUCTION SITE FOR SIX MONTHS OR MORE  
AFTER COMMISSIONING (FOR POST COMMISSIONING WORK) AND CNO ASSIGNS THAT SAME  
SITE AS SHIP'S INITIAL HOMEPORT.

Procedures for assigning members to TEMDU CFO (ACC: 352) or DUTY CFO (ACC: 106) are same as previously specified.

In PCS orders detaching member from DUTY CFO (ACC: 106 ) and directing them to report for DUTY CFO (ACC: 100) and the initial homeport assignment location is the same as the PRECOMMUNIT (construction site) no PCS entitlements should incur. However, in some situations they may incur, depending upon decisions made by member (regarding transportation of dependents and/or household goods) under previous PCS orders to DUTY CFO (ACC: 106). These orders to sea duty meet DOD TOS exemption and no waiver is required.

In orders where member is directed, upon completion of TEMDU CFO (ACC:352), to report for DUTY (ACC: 100) on board when placed in service, PCS entitlements, if any, are from the old permanent duty station to the initial homeport (same as the PRECOMMUNIT UIC location/construction site). Again, once the member occupies permanent quarters, or on the date the member's assignment is changed from TEMDU CFO (ACC: 352), OR TAD, to DUTY CFO (ACC: 100) per JFTR, par. U4105-A. Also see JFTR, par. U4102-G.

Six months prior to completion of the post-commissioning work, CNO promulgates a homeport "change" from first (initial) homeport (same as construction site) to the ultimate homeport. When appropriate, members on board will receive a homeport change certificate which entitles them to a PCS move from the initial homeport (construction site) to the new homeport.

FIGURE 10B-3

#### PROCEDURES IN CONNECTION WITH SHIP DELIVERY SLIPPAGES

All personnel ordered to TEMDU (ACC: 352) in connection with precommissioning training at Fleet Training Centers, or TEMDU CFO (ACC: 352) with the PRECOMMUNIT at the construction site, are so ordered with the understanding that "no period of TEMDU at any one location, from the best information available at the time orders are written, is anticipated to be in excess of six (6) months. When it is officially determined by appropriate authority that a slippage in ship delivery of the vessel will occur, COMNAVPERSCOM will be notified by the Program Office. To ensure that per diem payments to members assigned to TEMDU (ACC: 352) at Fleet Training Centers, or TEMDU CFO (ACC: 352) are not suddenly terminated; COMNAVPERSCOM, EPMAC, or CO, PRECOMMUNIT/PCO, will be responsible for the following procedures:

##### A. Additional Period "Exceeds" Six (6) Months:

When slippage occurs after personnel have reported for TEMDU (ACC: 352) precommissioning training at Fleet Training Centers, or TEMDU CFO (ACC: 352) with PRECOMMUNIT at the construction site, and the remaining time from the date the determination is made until the new projected commissioning date will exceed six (6) months. Per JFTR, par. U2145, and Appendix A, and Article 2.032 of this manual, COMNAVPERSCOM (PERS-403, 402D, 41 thru 44) and EPMAC (Code 47) for non-designated enlisted personnel, will issue appropriate order modifications changing the member's status at:

- FLEET TRAINING CENTERS: status from TEMDU (ACC: 352) precommissioning training to DUTY (ACC: 106) commissioning training; or
- PRECOMMUNIT: from TEMDU CFO (ACC: 352) to DUTY (ACC: 106); or
- FLEET TRAINING CENTERS AND PRECOMMUNIT: disband the precommissioning detail in the case of extreme slippage of ship's delivery date.

##### B. Additional Period is "Less" Than Six (6) Months:

When slippage occurs after personnel have reported to Fleet Training Centers for TEMDU (ACC: 352) precommissioning training, or PRECOMMUNIT for TEMDU CFO (ACC: 352) and the remaining period of time until the vessel's commissioning, or placement in service (for USNS ships), date is less than six (6) months, the following procedures will apply for:

FLEET TRAINING CENTERS: COMNAVPERSCOM (PERS-403, 402D, 41 thru 44) and EPMAC (Code 47) for non-rated/designated enlisted personnel, will issue appropriate order modifications. These modifications will either change the member's status from TEMDU (ACC: 352) precommissioning training to DUTY (ACC: 100) precommissioning training, or extend present period of TEMDU (ACC: 352) precommissioning training for an additional period (not to exceed six months from date of COMNAVPERSCOM or EPMAC order modification). See JFTR, par. U2145, JFTR, Appendix A, for additional regulations and definitions.

PRECOMMUNIT: the PCO of the vessel under construction is authorized, under MILPERMAN Article 1320-030, via CHNAVPER orders assigning him/her to TEMDU/DUTY CFO as CO, PRECOMMUNIT, to modify COMNAVPERSCOM or EMPAC orders of military personnel under his/her command to extend their present period of TEMDU CFO (ACC: 352). The modification will be an endorsement to member's orders to extend their present period of TEMDU CFO for an additional period

FIGURE 10B-4

not to exceed six (6) months from date of endorsement. See JFTR, par. U2145 for regulations. The endorsement will include:

- Date the TEMDU CFO is extended;
- Reason for such extension;
- New estimated date of completion of TEMDU CFO (which cannot exceed six (6) months (or 180 days) from the date the TEMDU CFO is extended); and
- Copies of endorsement modification(s) will be forwarded to:  
COMNAVPERSCOM, PERS-403 (submarines) or PERS-402D (surfaces ships) of rated enlisted personnel; EPMAC (Code 47) of all non-rated/designated enlisted personnel; for officers the PERS code indicated in the subject line of their orders. The member's detailer will use these copies to "manually" update the member's master record/file accordingly.

In order to account and protect payments of per diem, orders which specify any kind of TEMDU (including CFO) followed by the words "FOR APPROXIMATELY DAYS" must be modified to reflect any additional, or expanded period of assignment. This is not necessary for relatively insignificant extensions of seven days or less when the period of TEMDU or TEMDUINS is more than 30 days, or three (3) days or less when the period of TEMDU or TEMDUINS is less than 30 days.

If any additional slippage of commissioning, or placement in service of USNS ships, date occurs, appropriate actions(s) outlined above will again be required.

FIGURE 10B-5

**ENLISTED TRANSFER MANUAL**  
**(NAVPERS 15909G)**

**NEW CONSTRUCTION SCREENING FORM**

RATE/RANK:	NAME:
SSN:	PROPOSED DUTY STATION:
PROPOSED DETACHMENT DATE:	

**SECTION A: GENERAL CRITERIA**

YES	NO		Interviewer's Initial
<input type="checkbox"/>	<input type="checkbox"/>	1. Has member had any prior conviction by courts-martial?	_____
<input type="checkbox"/>	<input type="checkbox"/>	2. Has member had any NJP, civil violations (other than minor traffic offenses), for the previous 12 months?	_____
<input type="checkbox"/>	<input type="checkbox"/>	3. Has member received any evaluation marks below 3.0 in any category or an overall mark below 3.0 in the past 24 months?	_____
<input type="checkbox"/>	<input type="checkbox"/>	4. Has member had any involvement with illegal drugs in the past 12 months?	_____
<input type="checkbox"/>	<input type="checkbox"/>	5. Has member displayed any excessive use of alcohol without treatment in the past 12 months?	_____
<input type="checkbox"/>	<input type="checkbox"/>	6. Has member signed the required OBLISERV for this program?	_____
<input type="checkbox"/>	<input type="checkbox"/>	7. Has member passed the most recent PFA IAW OPNAVINST 6110.1 series? (Screened by PRT coordinator)	_____
<input type="checkbox"/>	<input type="checkbox"/>	8. Does member have required security clearance (Nuclear powered ships only)? See article 3.30 for exceptions.	_____
_____		Personnel Officer	_____
		Date	_____

**SECTION B: MEDICAL/DENTAL SCREENING**

<input type="checkbox"/>	<input type="checkbox"/>	1. Is member suitable for Operational Duty IAW ETM Article 3.32 and BUMEDINST 1300.2 series? If not has waiver request been submitted?
<input type="checkbox"/>	<input type="checkbox"/>	2. Is member in proper dental class for PCS transfer?
_____		Medical Officer
		Date
_____		Dental Officer
		Date

**FIGURE 10C-1**

**SECTION C: FINANCIAL SCREENING**

YES NO

[ ] [ ] 1. Is member suitable in accordance with OPNAVINST 1740.5, Command Financial Specialist Program requirements?

\_\_\_\_\_  
Command Financial  
Specialist

\_\_\_\_\_  
Date

**SECTION D: MEMBER CERTIFICATION**

All of the above information is certified to be true to the best of my knowledge.

\_\_\_\_\_  
Service Member

\_\_\_\_\_  
Date

**SECTION E: COMMAND CO/XO/OIC/COS/DIRECTOR ENDORSEMENT**

[ ] [ ] Are there any other compelling reasons why service member should not be transferred?

APPROVAL/DISAPPROVAL

\_\_\_\_\_  
\*Name, Rank

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\*ENDORSEMENT OF THIS SCREENING REPRESENTS FULL RECOMMENDATION OF THIS CANDIDATE BY TRANSFERRING COMMAND. ALL INFORMATION IS CERTIFIED TO BE TRUE TO THE BEST OF MY KNOWLEDGE.

**Note: ETM 10.081 Requires New Construction Screening be performed and suitability/unsuitability message be submitted to PERS-402D within 10 working days upon receipt of orders. If member fails screening, please forward unsuitability message to PERS-402D with explanation of all disqualifying factors and command waiver recommendation.**

Copy to: Service Record

**FIGURE 10C-2**